

**CHAPTER SEVEN****PUBLIC SAFETY PROGRAM MANAGER**

701. BASIC MISSION. The Public Safety Program is composed of three separate, but related major functions: 1) Fire Protection Services; 2) Law Enforcement and Physical Security Services; and 3) Safety Services (less Aviation Safety). The specific missions are:

a. Fire Services Mission. To be a responsive and efficient organization providing comprehensive fire and emergency services to protect life and property, focused on customer input and quality service.

b. Security Services Mission. To be a responsive and efficient organization providing Anti-terrorism/Force Protection, law enforcement, and physical security while promoting community policing, all in a fair and impartial manner.

c. Safety Services Mission. To be the Navy's recognized leader in efficiently providing safety services, thereby enhancing quality of life by ensuring a customer-focused safe and healthful work environment.

702. SPECIFIC DUTIES, RESPONSIBILITIES, AND AUTHORITY OF PROGRAM MANAGER

a. Execute assigned responsibilities delineated in Chapter 4 of this directive.

b. Provide routine and one-time information and statistical reports, as required by higher authority, on program services.

702.1 DUTIES, RESPONSIBILITIES, AND AUTHORITY OF REGIONAL FIRE PROTECTION OPERATIONS

a. Perform internal administration support functions.

b. Provide internal budget, policies, and planning for regional fire protection operations.

c. Conduct labor contract negotiations with union representatives.

- d. Manage internal personnel policies and staffing.
- e. Coordinate training (internal and with localities).
- f. Fire prevention policy and public education program development and policies
- g. Coordinate/develop mutual aid agreements (ISAs, MOAs, MOUs) with other agencies/commands/municipalities and develop coordinated emergency response capabilities. Coordinate reimbursable support agreements through the Regional Comptroller.
- h. Develop/execute emergency response policies and plans.
- i. Prepare routine and one-time reports, as required by higher authority, for reporting fire services statistics and required reporting.

702.11. DUTIES, RESPONSIBILITIES AND AUTHORITY OF FIRE PROTECTION SERVICES STOREFRONT OPERATIONS

- a. Execute assigned responsibilities delineated in Chapter 4 of this directive.
- b. Provide site management and operations.
- c. Provide emergency response.
- d. Conduct training.
- e. Provide mutual aid response.
- f. Provide customer liaison.
- g. Provide fire prevention services.
- h. Provide public education.
- i. Implement labor policies.
- j. Provide inputs and data for required routine and one-time program reports and statistics.

702.2. DUTIES, RESPONSIBILITIES AND AUTHORITY OF REGIONAL LAW ENFORCEMENT AND PHYSICAL SECURITY OPERATIONS

- a. Execute assigned responsibilities delineated in Chapter 4 of this directive.
- b. Provide for security operations internal budget, policies and planning.
- c. Coordinate Labor relations policy.
- d. Manage internal personnel policies and staffing.
- e. Develop and execute crime prevention policies and plans.
- f. Coordinate mutual aid agreements (non-reimbursable ISAs, MOAs, and MOUs) with other agencies/commands/ municipalities and develop coordinated emergency response capabilities. Coordinate reimbursable mutual support agreements through the Regional Comptroller.
- g. Develop and execute emergency response plans and policies.
- h. Provide education program development and policies.
- i. Provide regional training services and professional development requirements and standards.
- j. Prepare routine and one-time reports, as required by higher authority.

702.21. DUTIES, RESPONSIBILITIES AND AUTHORITY OF LAW ENFORCEMENT AND PHYSICAL SECURITY STOREFRONT OPERATIONS

- a. Execute assigned responsibilities delineated in Chapter 4 of this directive.
- b. Provide Law Enforcement/Physical Security on Hampton Roads installations.
- c. Provide emergency and routine response.
- d. Provide dispatching/communications.
- e. Conduct training (FTO).

f. Train, coordinate actions and manage Auxiliary Security Force (ASF) when activated.

g. Provide customer service.

h. Provide Pass and Identification services.

i. Provide Crime Prevention program.

j. Provide inputs and data for required routine and one-time program reports and statistics.

702.3 DUTIES, RESPONSIBILITIES AND AUTHORITY OF REGIONAL SAFETY SERVICES

a. Develop regional policies and procedures for functional program.

b. Provide Safety/Navy Occupational Safety and Health (NAVOSH) program services as required by higher authority.

c. Provide internal long range planning and staffing requirements.

d. Conduct regional periodic reviews and evaluations of program services.

e. Evaluate regional data, trends and metrics; provide recommendations for continuous improvement of services provided.

f. Develop routine and one-time reports and statistics, as required by higher authority, on safety program services.

702.31. DUTIES, RESPONSIBILITIES AND AUTHORITY OF SAFETY SERVICES STOREFRONT OPERATIONS

a. Execute assigned responsibilities delineated in Chapter 4 of this directive.

b. Conduct required site/activity/tenant safety services.

c. Storefront managers to perform field work as well as management functions.

d. Implement regional safety policy and procedures.

e. Act as regional functional expert in assigned areas of responsibility.

f. Provide inputs and data for required routine and one-time program reports and statistics.

#### 702.4 DUTIES, RESPONSIBILITIES AND AUTHORITY OF REGIONAL EXPLOSIVE SAFETY SERVICES

a. Develop standardized regional policies, practices and procedures.

b. Conduct periodic regional reviews/evaluations/inspections.

c. Develop procedures for storefronts when conducting Explosive Safety Self-Audits (ESSAs).

#### 702.41 DUTIES, RESPONSIBILITIES AND AUTHORITY OF EXPLOSIVE SAFETY WATERFRONT OPERATIONS

a. Implement regional safety policies and procedures.

b. Report to IC with back brief to regional Explosive Safety Officer (ESO).

c. Ensure all assigned personnel receive required formal training.

d. Inspect all explosive operating buildings and workplaces within assigned area of responsibility to ensure compliance with explosive safety requirements. Maintain, in the safety office, records of inspections and corrective actions. Ensure inspections are scheduled and documented as required by NAVSEA OP5 (Sixth Revision).

e. Perform safety analyses, pre-operational checks, and line checks of explosive operating lines as new systems, components or processes are implemented.

f. Inspect all explosive storage areas and magazines within assigned area of responsibility for compliance with explosive safety standards. Maintain, in the safety office, records of inspections and corrective actions. Ensure inspections are scheduled and documented as required by NAVSEA OP5 (Sixth Revision).

g. Ensure all standard operating procedures are in compliance with NAVSEAINST 8023.11 (series).

h. Review and oversee the IC's qualification and certification program for compliance with OPNAVINST 8023.2 (series) and command policies. Report the status of qualification and certification program to the IC and regional ESO on a regular basis.

i. Review all facility site approval documents which involve facilities encumbered by or generating ESQD arcs and all requests for deviations/exceptions from established explosive safety standards to ensure compliance with existing safety directions (copy of reviews to regional ESO).

j. Inspect in and around explosive operating and storage areas where maintenance and repair involve hot work, and issue work permits to repair parties, government and/or contractor. Ensure compliance with procedures listed in NAVSEA OP5 (para. 11-4.1).

k. Review all facility modification drawings and equipment or tooling drawings used for explosive operations to ensure compliance with safety directives.

l. Approve the electrical hazard classification for each operating building and maintain the list in the safety office.

m. Monitor the IC's inert ordnance program, ensuring all ordnance display items are inert and do not contain hazardous materials.

n. Conduct accident/incident investigations as required by OPNAVINST 5102.1 (series) and report findings accordingly. Maintain records as required (copy to ESO of all explosive mishaps).

o. Assign inspector(s) to pier and/or wharf areas.

p. Provide a representative and point of contact for activity safety inspections, reviews and other safety related matters.

q. Develop and present activity safety training classes.

r. Ensure ESSAs are conducted and reported to both the IC and the regional ESO. Provide status report of corrective actions to the IC and regional ESO.